



Land Port of Entry (LPOE) Space Assignment Policy

Addendum to National Business Space Assignment Policy (NBSAP)

GSA Public Buildings Service
Office of Portfolio Management and Customer Engagement

November 2018



Alexandria Bay Border Station - Alexandria Bay, NY

Table of Contents

DOCUMENT CHANGE HISTORY 3

PREFACE 4

IMPLEMENTATION 5

 SHARED SPACE.....5

 VACANT SPACE5

 REAL PROPERTY5

HEAD HOUSE AND MAIN BUILDINGS.....6

PEDESTRIAN PROCESSING7

CANOPIES 8

 NON-COMMERCIAL PRE-PRIMARY INSPECTION9

 NON-COMMERCIAL PRIMARY INSPECTION 10

 NON-COMMERCIAL SECONDARY INSPECTION 11

 COMMERCIAL PRE-PRIMARY AND PRIMARY INSPECTION 12

 COMMERCIAL SECONDARY INSPECTION 13

 NON-COMMERCIAL AND COMMERCIAL OUTBOUND INSPECTION..... 14

 CANOPY EXAMPLES..... 15

INSPECTION CATWALKS 18

IMPOUND LOTS 19

KENNELS 20

GLOSSARY 21

REFERENCES 23

CONTACTS 24



Convent Border Station – Laredo, TX

DOCUMENT CHANGE HISTORY

November 2018

- Shared Space
- Aesthetic pictures updated
- Illustration 1 updated
- Diagrams and descriptions updated for Illustrations 2, 3, 4
- Descriptions updated for all Canopy Examples

PREFACE

The Spatial Data Management (SDM) Land Port of Entry (LPOE) Space Assignment Addendum is a companion to the National Business Space Assignment Policy (NBSAP) and is intended to clarify space assignments and unique situations encountered only at LPOE's.

This SDM LPOE Space Assignment Addendum was written using the following references:

- A. The U.S. Land Port of Entry Design Guide, current version
- B. The [National Business Space Assignment Policy \(NBSAP\)](#), current version
Note: The NBSAP takes precedence over all other sources of information and guidance.
- C. ANSI/BOMA Industrial Buildings: Standard Methods of Measurement (ANSI Z65.2-2012)



Peace Arch Border Station – Blaine, WA

Implementation

SDM will measure, classify and assign the space in accordance with the PBS NBSAP and the LPOE Space Assignment Addendum. Any buildings currently being measured, classified, or assigned using the previous or current NBSAP versions are valid, as long as the project began prior to the release of this policy. The same is true for any in-progress contracts or task orders; they are still valid. For any new measurement work, cite both the NBSAP and this Addendum. In addition, if an LPOE facility has just completed a measurement, audit, or re-walk, it is a valid measurement.

Deviations and exceptions from this policy as well as rulings on unique situations will be reviewed and determined by the Central Office SDM team. When necessary, the Central Office SDM Team Lead may include regional members and other business lines in these determinations.

Shared Space

When tenant agencies are sharing space other than a joint use amenity; assigned space can be handled in various ways such as assigning to the majority tenant, using the primary agency/bureau (A/B) code with secondary A/B codes in the notes section, or creating more polylines. Unique situations and shared assignments should be discussed with the regional SDM team.

Vacant Space

If a tenant has vacated space on an LPOE, the space is assigned as vacant (VCNT).

Real Property

If a structure is permanently affixed to the land, then it is determined to be real property. Permanently affixed means the structure is attached to the land with some type of foundation slab or pad, footers, piers, caissons, crawl space, basement, etc. and where its removal would cause damage.



Otay Mesa – San Diego, CA

Head House and Main Buildings

The space assignments in a head house or main building are similar to assignable space in owned federal office and courthouse buildings. The NBSAP should be used to assign space in these buildings. Refer to the LPOE Design Guide for a description of the types of space in a head house or main building.



Illustration 1: Main Building

Pedestrian Processing

Pedestrian processing encompasses both the pedestrian primary and pedestrian secondary inspection areas. The pedestrian primary inspection is for processing pedestrian traffic entering the United States. It is typically inside the main building or in the head house. The pedestrian primary contains turnstiles and a counter area where the initial screening inspection of pedestrians is performed. Pedestrian secondary inspection areas are where a more thorough inspection of pedestrians and their belongings is performed.

Space Assignment:

- Polyline the interior space used for pedestrian inspection
- Assign to occupant
- Space Type – TTO - Total Office
- Room Name – Pedestrian Processing

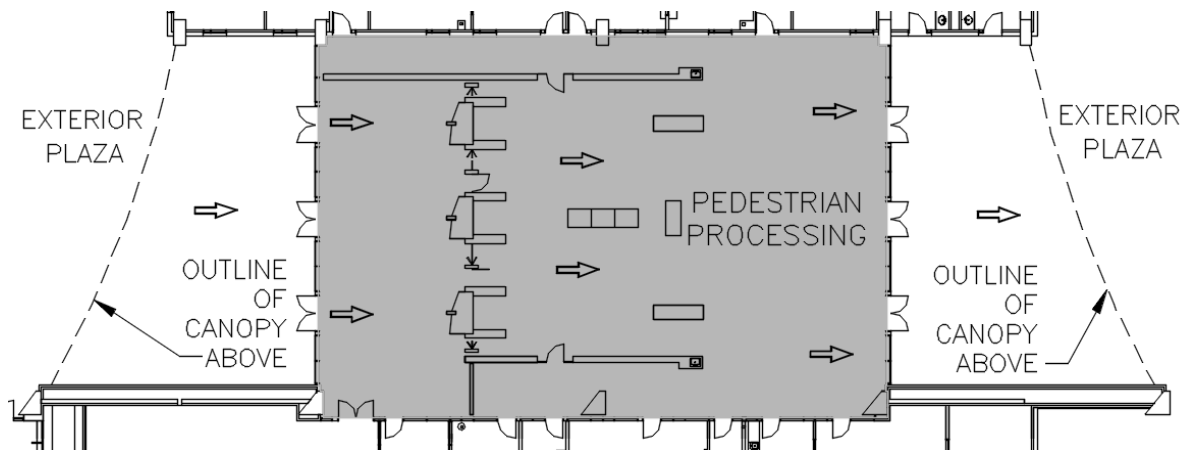


Illustration 2: Pedestrian Processing

Note: Canopy covers Pedestrian Processing area and unenclosed exterior plaza and exit plaza (see photo below). Only the grey area above is included in Gross and assigned to occupant.



Main Pedestrian Processing

Canopies

Canopies are structures that perform the essential function of sheltering inspection-related activities and booths. Canopies provide shade as well as protection from precipitation and wind. The size of the overhang required to provide protection from the elements depends on the location and orientation of the canopy and/or sun shade. The construction material of a canopy is not the primary determination factor for measurement or space assignment.

First determine if the canopy is real property and providing cover for an inspection-related activity or booth versus a non-inspection-related activity.

Examples of inspection-related activities:

- Areas controlling commercial and non-commercial traffic into and out of an LPOE
- Areas for inspecting commercial and non-commercial vehicles, cargo, animals and agricultural products
- Areas for controlling and inspecting pedestrian traffic through an LPOE
- Areas for quarantine, storage and disposal of inspection items

Examples of non-inspection-related activities:

- Incidental covered areas created by roof overhangs or floors above
- Exterior parts of canopied loading docks used for typical building support functions versus inspection operations

Canopies are to be measured using the ANSI/BOMA Industrial Buildings: Standard Methods of Measurement (ANSI Z65.2-2012); using the Drip Line Methodology (Method B).

Non-commercial and commercial primary inspection canopies are measured the same regarding booths and buildings. If a booth has no canopy, then only the booth is measured and assigned.

Space under canopies is assigned to INS-Light Industrial, except for the inspection booths, chain-link fences or any other fully enclosed room or building. The inspection booths will be assigned as TTO-Total Office and the polylined usable square footage will be subtracted from the canopy INS space. All other space will be included with the canopy square footage. As an exception, if the canopy overlaps the main building or other building, the spaces in that building should be measured and assigned, and the overlapping square footage subtracted from the canopy square footage.

Some LPOE's have only one primary canopy through which non-commercial, commercial, and pedestrian traffic all flow. In these instances, the canopy should be assigned as a non-commercial primary canopy.

Non-commercial Pre-primary Inspection

The pre-primary area is located in front of the primary inspection booth(s) and the canopy. It typically occupies the first 200 feet (at minimum) prior to the primary inspection booth(s) and canopy area. This is the area of the LPOE that provides vehicular access from a foreign country.

Space Assignment:

- Assign to occupant
- Space Type - INS - Light Industrial
- Canopy Room Name – Pre Primary Canopy
- Booth Room Name - Inspection Booth

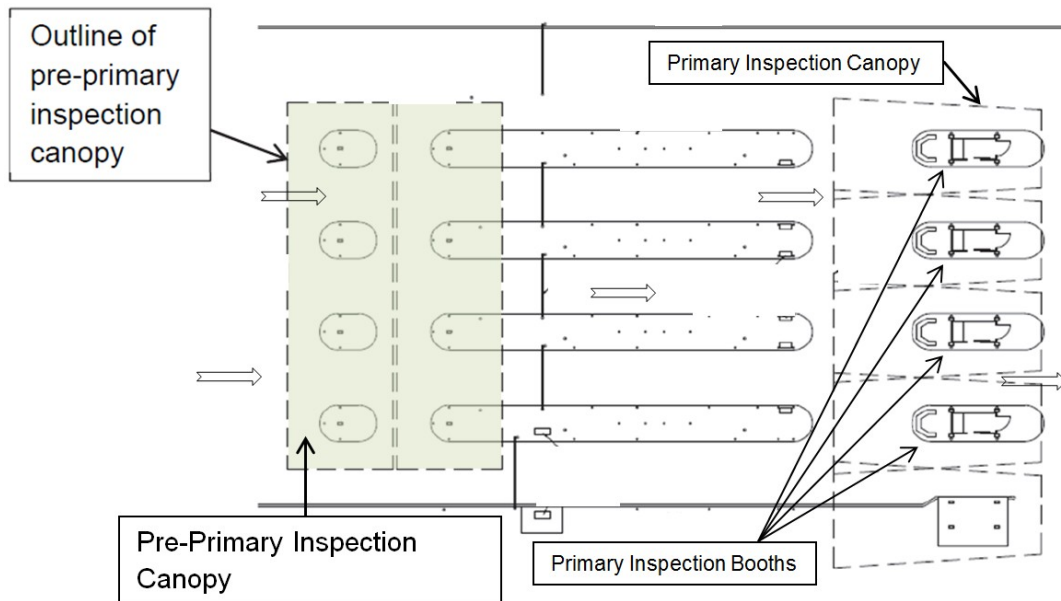


Illustration 3: Non-commercial Pre-primary Inspection

Note: The outline of the Pre-Primary Inspection Canopy defines the boundary line for the square footage assigned to the occupant.



Non-commercial Pre-primary Inspection

Non-Commercial Primary Inspection

The non-commercial primary inspection is the initial screening inspection of vehicular traffic (primarily automobiles) entering the United States. This is the main entry area for border crossings and is similar in nature to toll booths with lanes for vehicles.

Space Assignment:

- Assign to occupant
- Space Type - INS-Light Industrial
- Canopy Room Name - Primary Canopy
- Booth Room Name - Inspection Booth

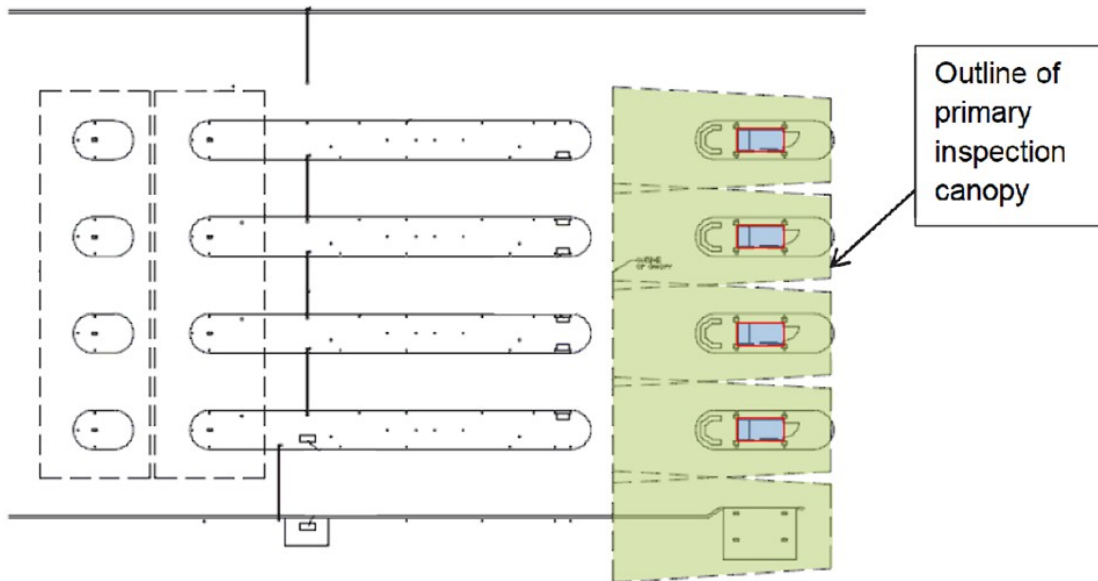


Illustration 4: Non-commercial Primary Inspection Canopy

Note: The blue shaded booths are assigned Space Type TTO, while the area covered by the canopy is assigned Space Type INS.



Non-commercial Primary Inspection

Non-Commercial Secondary Inspection

After passing the primary inspection, the secondary inspection area provides a more thorough inspection and often includes a search of the person and/or vehicle.

Space Assignment:

- Assign to occupant
- Space Type - INS-Light Industrial
- Room Name - Secondary Insp. Canopy

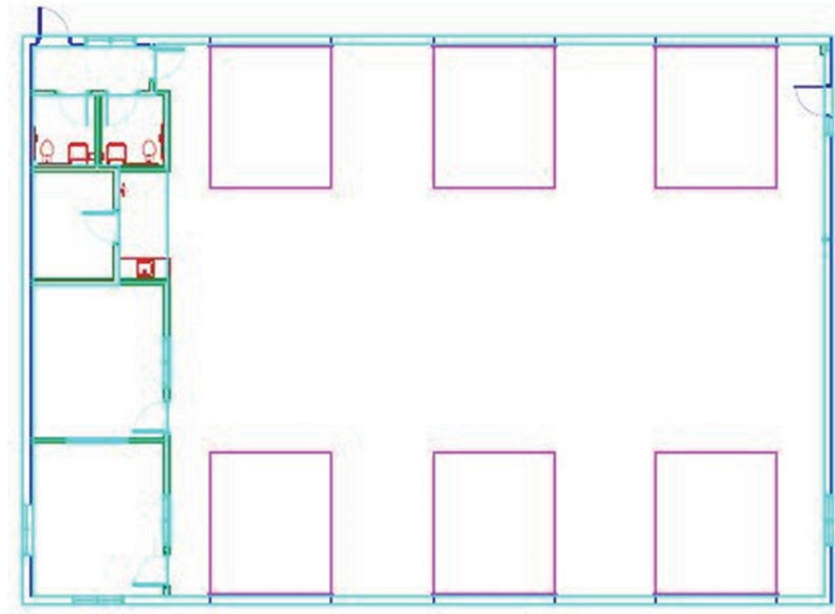


Illustration 5: Non-commercial Secondary Inspection Building



Non-commercial Secondary Inspection Building

Commercial Pre-primary and Primary Inspection

The commercial pre-primary is the entry way into primary inspection or passage through the LPOE for commercial vehicles, and usually includes booths and a canopy.

The commercial primary inspection performs the inspection of commercial vehicular traffic (primarily trucks) entering the United States.

Space Assignment:

- Assign to occupant
- Space Type - INS-Light Industrial
- Canopy Room Name - Truck Primary
- Booth Room Name – Inspection Booth

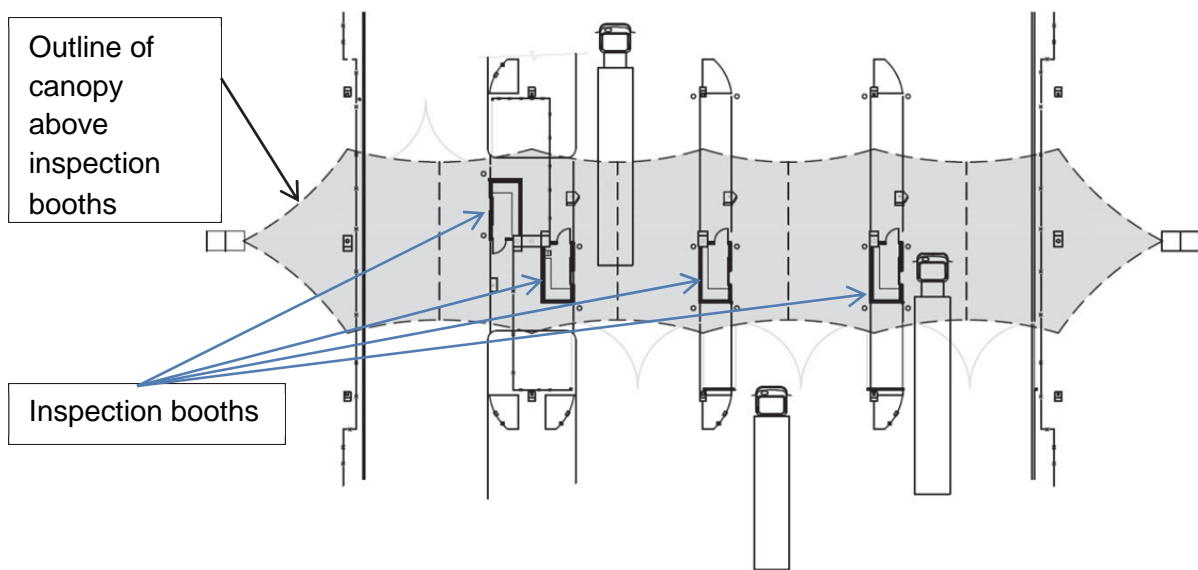


Illustration 6: Commercial Primary Inspection Booths with a Canopy



Commercial Primary Inspection

Commercial Secondary Inspection

The commercial secondary inspection area and docks are used for the inspection of commercial vehicles for control of material goods, collection of duties, and confiscation of contraband. Docks are used for the loading and unloading of cargo for inspection.

Examples of commercial secondary inspection areas:

- Commercial lot
- Commercial dock
- Commercial building
- Truck scale
- Empty truck inspection
- Truck radiographic inspection
- Non-invasive inspection (NII)
- Bulk material inspection
- Bird quarantine area or aviary
- Veterinary Services (VS) facilities

Space Assignment:

- Assign to occupant
- Space Type - INS-Light Industrial
- Room Name - Truck Secondary

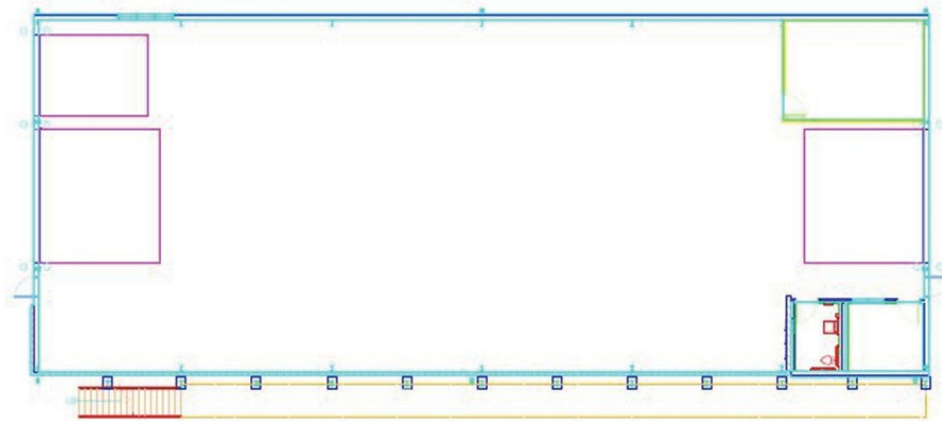


Illustration 7: Commercial Secondary Inspection Building



Commercial Secondary Inspection Building

Non-Commercial and Commercial Outbound Inspection

The outbound inspection area is used to conduct outbound vehicular traffic inspections. Outbound inspection operations are required to inspect, monitor, and control the export or the movement across international borders of high-technology goods, firearms, licensable commodities, currency, and stolen or exported vehicles.

The outbound non-commercial secondary inspection area may include an inspection canopy or an enclosed secondary inspection bay.

The outbound commercial inspection area may include a primary inspection booth, a primary inspection canopy, and a truck dock or bay unloading area.

Space Assignment:

- Assign to occupant
- Space Type - INS-Light Industrial
- Canopy Room Name - Outbound Insp. Canopy
- Booth Room Name - Inspection Booth



Non-commercial Outbound
Inspection with a Canopy



Commercial Outbound
Inspection - Export Building



Canopy Examples



Illustration 8: The canopy is attached to the building and primarily covers an entryway into the building. The canopy is not measured or assigned

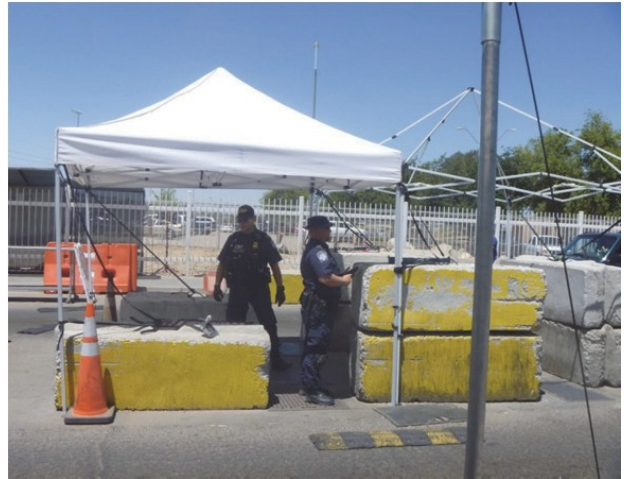


Illustration 9: Tent is considered personal property and is not measured or assigned.



Illustration 10: The canopy has inspection booths and lanes underneath. The canopy is measured and assigned. The booths are measured separately and subtracted from the canopy square footage.



Illustration 11: The temporary canvas that is connected between the two buildings is not measured or assigned.



Illustration 12: Outbound inspection canopy is considered real property and is measured and assigned.



Illustration 13: Commercial primary inspection area with canopy and no inspection booth. The canopy is considered real property and there is an inspection-related activity being performed, so it is measured and assigned.



Illustration 14: Building above primary inspection area. The building acts as a canopy for the inspection lanes and is counted because it covers an inspection related function. The building itself is classified and assigned like typical office space.



Illustration 15: The new Primary Inspection Canopy (left) that houses inspection-related activities is measured and assigned. The historical building's canopy (right) is no longer used for inspection-related activities, so it is no longer measured and assigned.



Illustration 16: Commercial Inspection Building. This building has two canopies. A commercial secondary inspection dock (left) is measured and assigned. The canopy on the right serves no inspection-related function and is not measured or assigned.

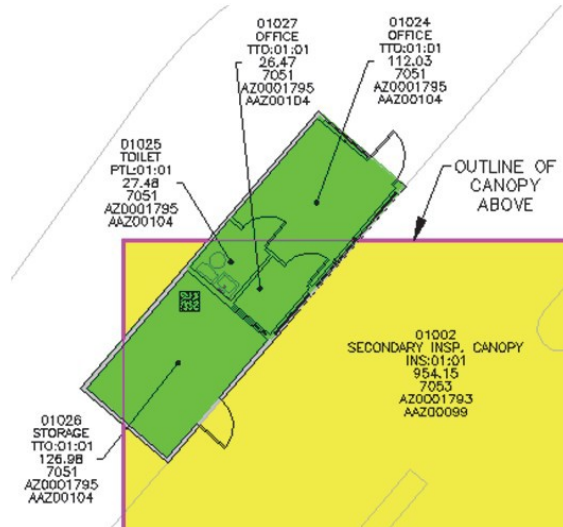


Illustration 17: Secondary Inspection Canopy partially covering a building. Polyline the canopy and building underneath the canopy separately.



Illustration 18: Primary Inspection Canopy that also covers an area used for processing pedestrian traffic (on right side of picture). The pedestrian processing area is included in the primary canopy square footage.



Illustration 19: Primary Inspection Canopy comprised of steel. It is measured and assigned because it covers an inspection-related function.

Inspection Catwalks

Inspection catwalks are used for inspecting the tops of vehicles. They are located above the inspection lanes and below the canopy. The inspection catwalks and stairways leading to them should have solid treads and walkways for dogs.

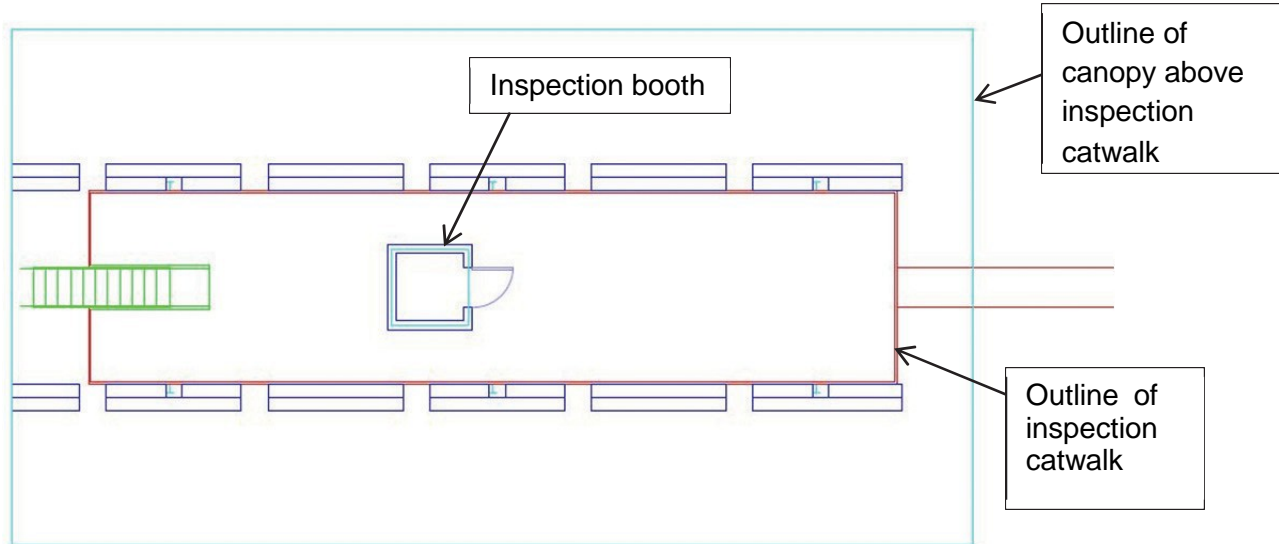


Illustration 20: The canopy is above the inspection catwalk. The canopy square footage is included in the gross and assigned to the occupant. Inspection catwalks and the stairways leading to them are included in the canopy square footage. The inspection booth square footage is polylined and assigned separately and subtracted from the canopy square footage.



Inspection Catwalk with Canopy

Impound Lots

An impound lot is a fenced secure lot for storing vehicles and other large items that have been seized. Enclosed or partially enclosed impound lots are counted in the gross; unenclosed impound areas are not counted in the gross.

Unenclosed Space Assignment:

- Show parking stalls and label as Impound Lot on siteplan

Enclosed/Partially Enclosed Space Assignment:

- Assign to occupant
- Space Type - INS-Light Industrial
- Room Name: Impound Lot

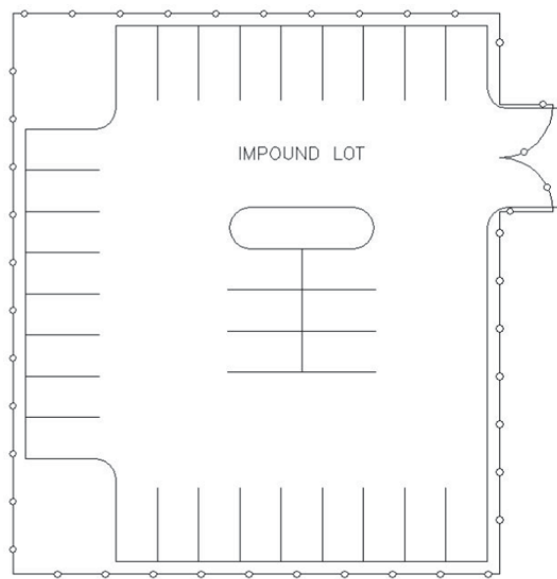


Illustration 21: Unenclosed Impound Lot Showing Parking Stalls and Labeled as Impound Lot



Impound Parking Lot (Unenclosed)

Kennels

Some LPOEs maintain kennels for the boarding, care, and training of canines that are used to search for contraband and persons attempting to illegally cross the border. The kennel building, which is separate from the other buildings, provides space for traditional animal care, including food preparation, storage, grooming, housing, and exercise.

Note: Depending on the build out, kennels could be assigned as TTO-Total Office or INS-Light Industrial.

Space Assignment:

- Assign to occupant
- Space Type: INS – Light Industrial or TTO-Total Office
- Room name: Kennel

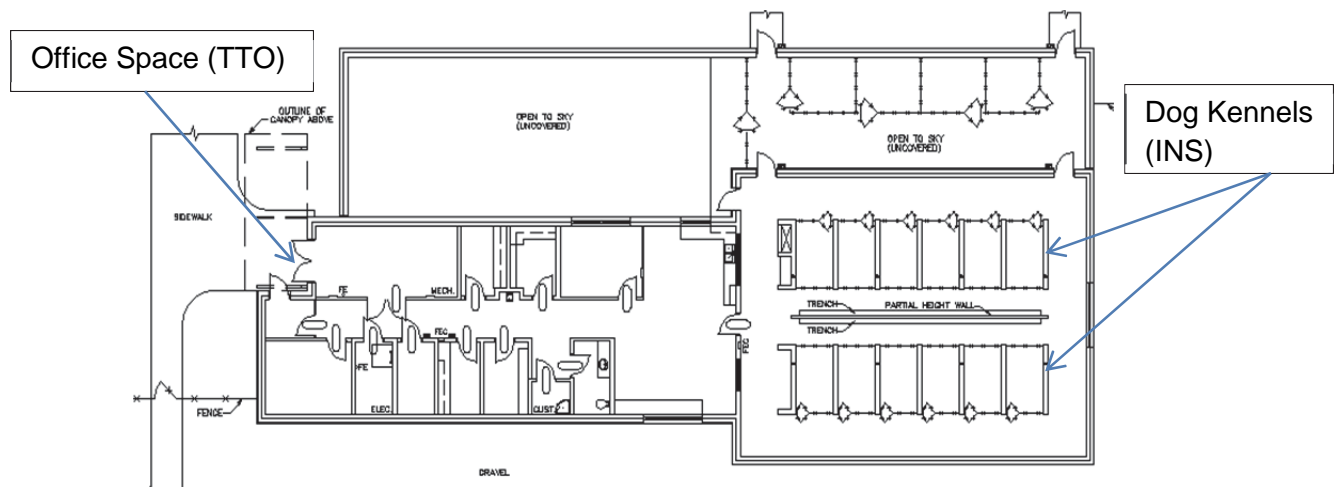


Illustration 22: Kennel Building Mixed Use of Office Space and Kennel Space



Dog Kennels in Kennel Building

Glossary

Commercial Building	A building within the commercial inspection area to house staff and operations. Also known as a cargo building.
Commercial Dock	A raised platform typically enclosed or protected by a canopy (depending on the climate) where trucks unload cargo for physical inspection.
Commercial Inspection	Inspection of commercial vehicles for control of material goods, collection of duties, and confiscation of contraband.
Commercial Lot	The area in an LPOE for secondary inspection of commercial vehicles.
Commercial Primary Inspection Area	The area that performs the initial screening inspection of commercial vehicular traffic (primarily trucks) entering the United States.
Commercial Secondary Inspection Area	Areas used for more thorough examination of the contents of commercial vehicles. Includes the commercial lot, commercial dock, commercial building, truck scale, empty vehicle inspection, truck radiographic inspection, bulk material inspection, U.S. Customs and Border Protection agricultural inspection, and Animal and Plant Health Inspection Service Veterinary Services facilities.
Head House	A facility located in the non-commercial vehicle inspection areas that provides supervision and services to the non-commercial vehicle inspection area. Contains public counters, administration, investigation, detention, interview rooms, hold rooms, and storage areas for U.S. Customs and Border Protection inspection staff.
Main Building	The facility that houses the administrative groups for the agencies that operate the LPOE.
Non-Commercial	Passenger and bus vehicle traffic not carrying merchandise for resale or use in manufacturing.
Non-Commercial Primary Vehicle Inspection Area	The area that performs the initial screening inspection of non-commercial vehicular traffic (primarily automobiles) entering the United States
Non-Commercial Secondary Vehicle Inspection Area	The area provided to allow for more detailed and thorough inspection of traffic which was not cleared at the primary inspection area.

Glossary

Non-Intrusive Inspections (NII)	U.S. Customs and Border Protection deployment of technology resources using various technologies in different combinations including stationary NII imaging systems, truck-mounted NII imaging systems, rail NII imaging systems, pallet NII imaging systems, and mobile sea container examinations NII imaging systems.
Outbound Inspection	U.S. Customs and Border Protection program for inspecting and controlling the export of high technology goods, firearms, licensable commodities, currency, and stolen vehicles.
Pedestrian Primary Inspection	The turnstile and counter area where the initial screening inspection of pedestrians is performed.
Pedestrian Secondary Inspection	The area where a more thorough inspection of pedestrians and their belongings is performed.
Primary Inspection	The initial encounter and screening at an LPOE, either of a non-commercial vehicle (vehicular primary), pedestrians, commercial, or bus traffic.
Secondary Inspection	A more thorough inspection, often including a search of the person and/or vehicle.
Veterinary Services (VS)	Federal agency under the U.S. Department of Agriculture. The program under Animal and Plant Health Inspection Service (APHIS) at the borders is Veterinary Services (VS). This program provides special inspection for animals and animal-based agricultural products.



Peace Arch Border Station – Blaine, WA

References

Land Port of Entry Design Guide

National Business Space Assignment Policy (NBSAP)

www.gsa.gov/sdm

Building Owners and Managers Association (BOMA)

www.boma.org

- Office Buildings: ANSI/BOMA Z65.1-2010, Standard Methods of Measurement
- Gross Areas of a Building: ANSI/BOMA Z65.3-2009, Standard Methods of Measurement
- Industrial Buildings: Standard Methods of Measurement (ANSI Z65.2-2012)

Pricing Desk Guide

www.gsa.gov/rentpricingpolicy

Federal Real Property Profile

www.gsa.gov/datadictionary

Note: If a GSA URL changes or the link becomes unusable, use a text string search on www.gsa.gov or another capable search engine.



San Ysidro Border Station – San Ysidro, CA

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